Workforce Development Agency, State of Michigan
Office of Adult Education

Data Entry Policy
Effective February 1, 2013

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INTRODUCTION
The Michigan Adult Education Reporting System (MAERS) is the Office of Adult Education's participant data tracking system. MAERS was created to fulfill the requirements of the Workforce Investment Act (WIA) of 1998, which required that adult education data be reported to the United States Department of Education (USDOE) in an electronic format. The specifications for that data are detailed in the USDOE's National Reporting System (NRS) Implementation Guidelines. The data collected in MAERS and submitted to NRS is used to determine the amount of federal funding that Michigan and subsequently the local adult education programs in the state will receive.

PURPOSE
The Office of Adult Education requires all federal and state funded adult education programs to enter data into MAERS for all participants receiving one or more hours of instruction. Collection of participant data is critical in order to determine program effectiveness, participant outcomes, and return on investment of adult education funds. This policy details the requirements and timelines for the entry of participant data into MAERS.

DATA ENTRY GUIDELINES
1. Data must be entered into MAERS **quarterly**, at a minimum, including Class Functions, Registration, Assessment, Class Enrollment(s), Program Exit, Outcome, and Follow-Up data.
2. Daily attendance for every participant enrolled in an adult education class must be tracked and entered into MAERS **monthly**, at a minimum, no later than the last day of the subsequent month. For example, attendance for January must be entered by February 28th. Attendance hours can be reported into MAERS in quarter hour increments.
3. All programs must maintain a state-approved Adult Learning Plan (ALP) for all adult education participants, which captures and aligns with the data fields in MAERS.
4. Adult education programs must ensure that the data entered into MAERS is accurate and complete.
5. Entry of Follow Up data is dependent on the exit date of the participant.
   - Participants in the Obtain High School Diploma, Obtain GED, and Enroll in Postsecondary Education and Training cohorts must enter Follow Up data after the participant exits the program and before October 25th for the program year ending June 30th.
   - Participants in the Enter Employment and Retain/Improve Employment cohorts must enter Follow Up data by the end of the quarter following the contact quarter. For example, if the participant in the Enter Employment cohort exits in December then the participant must be contacted between January 1st and March 31st, and the data must be entered in MAERS by June 30th. The one exception is if the participant must be contacted between July 1st and September 30th, the data must be entered by October 25th.

- For more information regarding the Follow Up process and timelines, refer to the Follow Up Manual on the Office of Adult Education's website, www.michigan.gov/adulteducation.

For detailed information on entering data into MAERS, refer to the MAERS Manual which is available in the MAERS section of the Office of Adult Education's website, www.michigan.gov/adulteducation.

Appendix A: Important MAERS Dates

July 1	Program Year and data entry into MAERS begins
August 31	July attendance due
September 30	August attendance due
October 25	Last day to enter data for the Program Year ending June 30th
October 31	First quarter data entry due; September attendance due
November 1	NRS tables for the Program Year ending June 30th are available for local program retrieval
November 30	October attendance due
December 31	November attendance due
January 31	Second quarter data entry due; December attendance due
February 28	January attendance due
March 31	February attendance due
April 30	Third quarter data entry due; March attendance due
May 31	April attendance due
June 30	Program Year ends; May attendance due
July 31	Fourth quarter data entry due; June attendance due